PCard Notification #001 - PaymentNet Changes

Effective 3/21/2016, PaymentNet has changed. Upon first logging on, PaymentNet users will see:

NAVIGATION: Streamlined Access to PaymentNet Modules

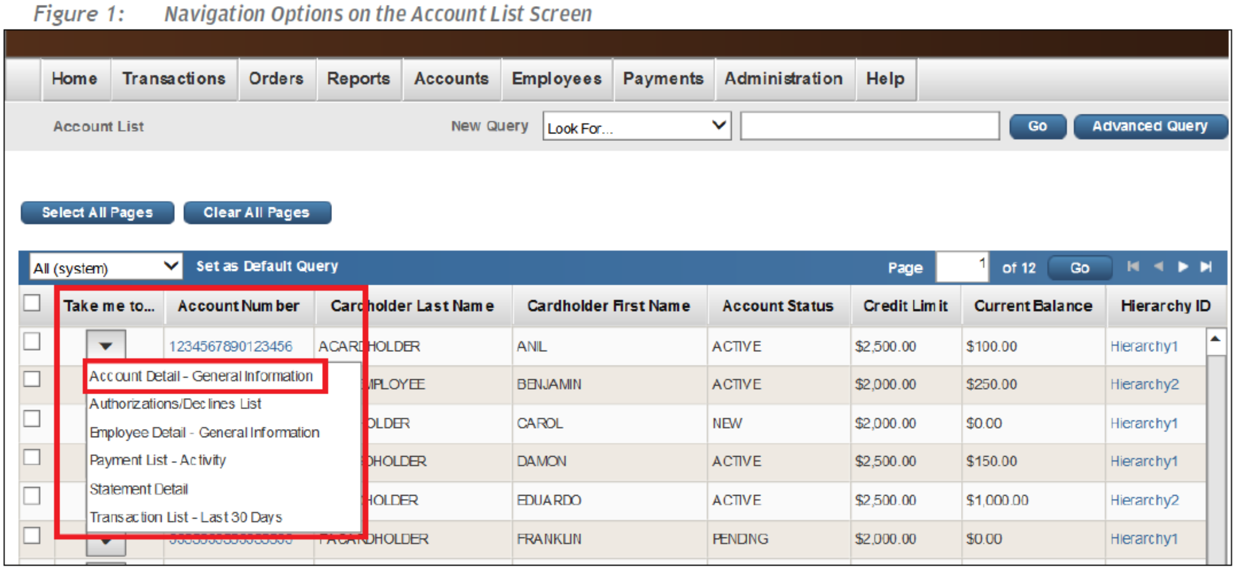
Additional navigation links are now provided on certain PaymentNet screens to streamline the process of locating and displaying account data in the various modules. This feature eliminates the need to select a module from the menu bar and then search for the account in order to view account-related data.

A user's ability to navigate to any module is based on the organization settings and the user's permissions and scope of view.

Using the new "Take me to" drop-down feature (see Figure 1 below), users are now able to quickly jump from the Account List or Account Detail screens to one of the following screens to see information related to a specific account: Account List, Account Detail – General Information, Authorizations/Declines List, Transaction List – Last 30 Days, Payment List – Activity, Statement Detail, and Employee Detail – General Information (provided an employee is associated with the account).

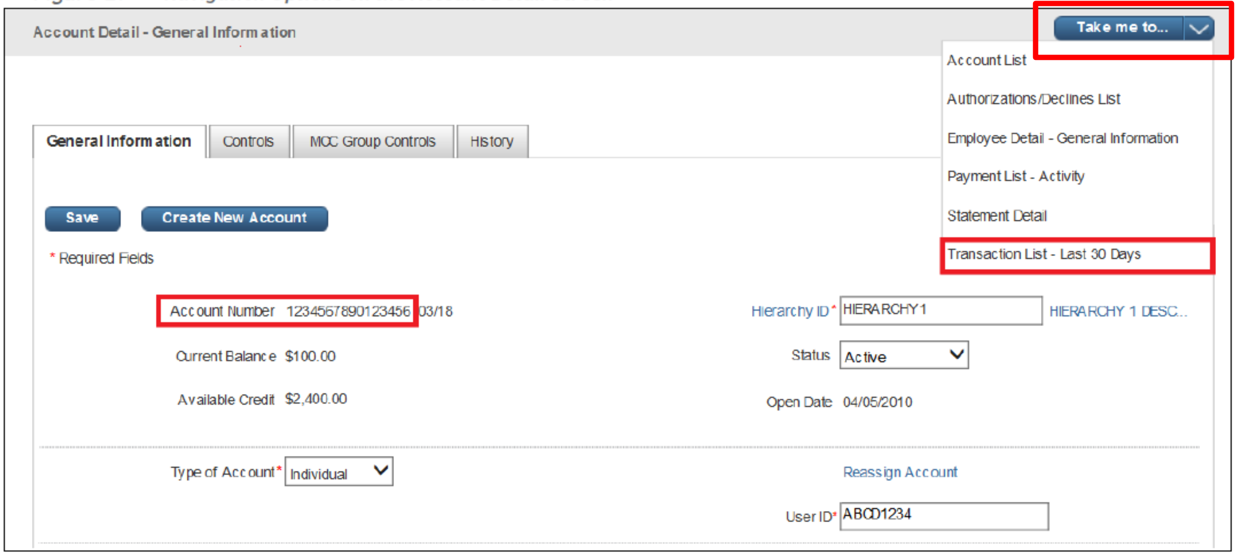
Figure 1 below, shows the new "Take me to" column drop-down in the Account List screen activated and the Account Detail – General Information was selected from the options listed.

Figure 1: Navigation Options on the Account List Screen



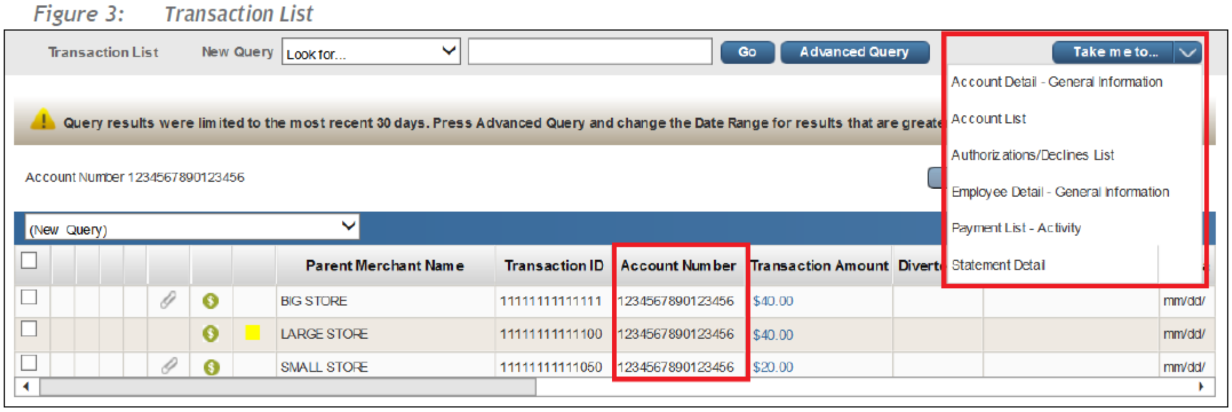
After viewing the Account Detail – General Information screen(s), the user may quickly move to other information related to that account, such as a list of transactions that have been posted to the account or a list of payments that have been made to the account. From the Account Detail - General Information screen, the user can select one of the options by clicking the "Take me to" button found in the upper right corner to activate the drop down list and select from the available options, as shown in Figure 2 below.

Figure 2: Navigation Options on the Account Detail Screen



The selected screen displays the information for the same account viewed previously in the Account Detail – General Information screen(s). Figure 3 below shows the Transaction List for the account. From the Transaction List screen, the user may make other selections from the "Take me to" button/drop down list to view other information related to the same account.

Figure 3: Transaction List



CARD ACCOUNTS: Inactive Account Deletion

With this release, inactive accounts and all associated data will be permanently deleted from PaymentNet seven (7) months after the account has been purged by JMPC. An account is considered inactive when it has had no transactions for 18 months, has no outstanding balance, and is past its expiration date. A message showing the scheduled purge date will be displayed for 30 days before the account is deleted. Only cardholders will see this message upon logging into PaymentNet or Commercial Card Mobile if their account has been purged but not yet deleted.

A new Purged status will be used to indicate an account that is scheduled to be deleted from PaymentNet.

A new Purge Date column will be added to the Cardholder Profile report to indicate the date when an account was purged at the processor.

If you have any questions, please contact one of the members of the PCard Team at 302-672-5000.

PCard Notifications are posted to the Division of Accounting Website:
http://accounting.delaware.gov/pcard.shtml and select "PCard Communications"